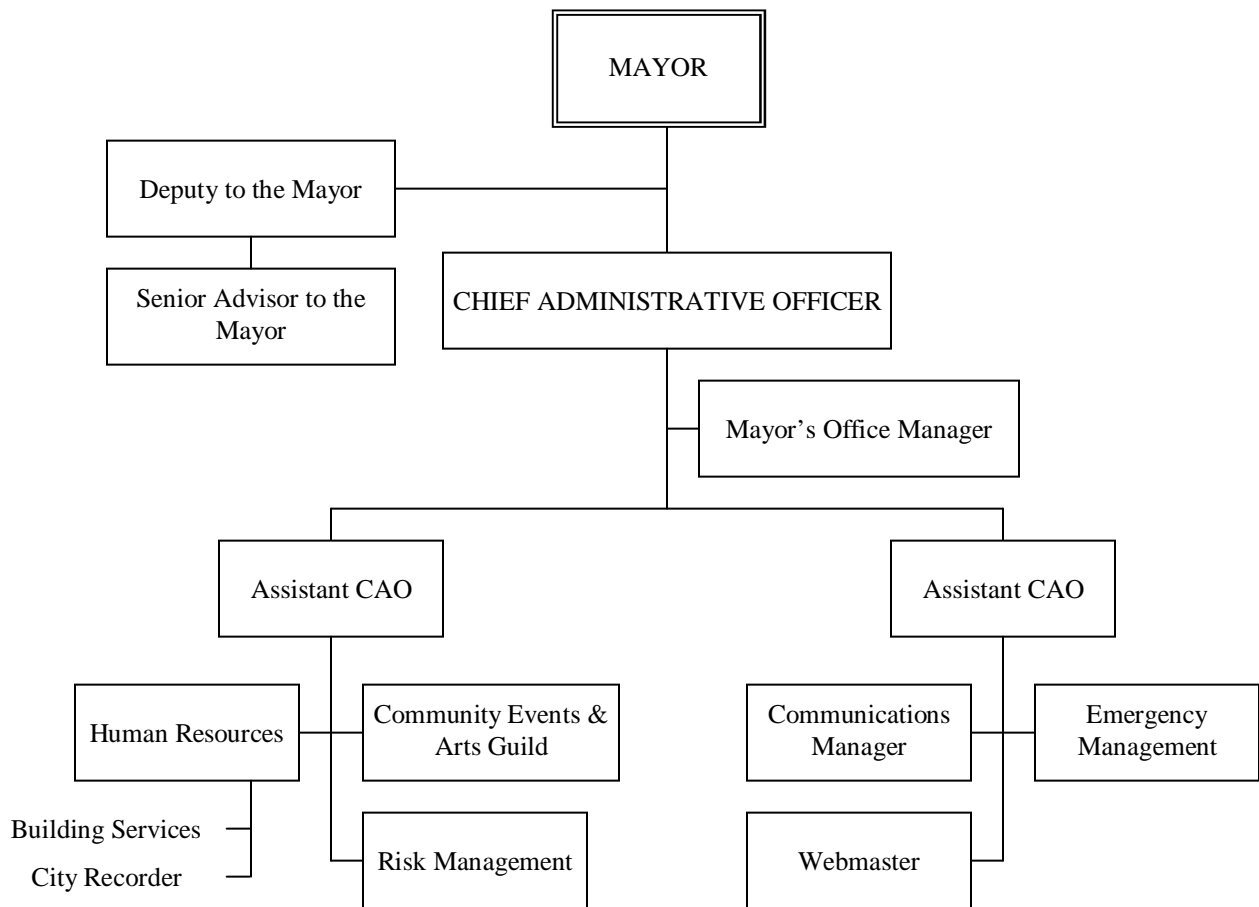


## **Department Organization**

## **Administration**

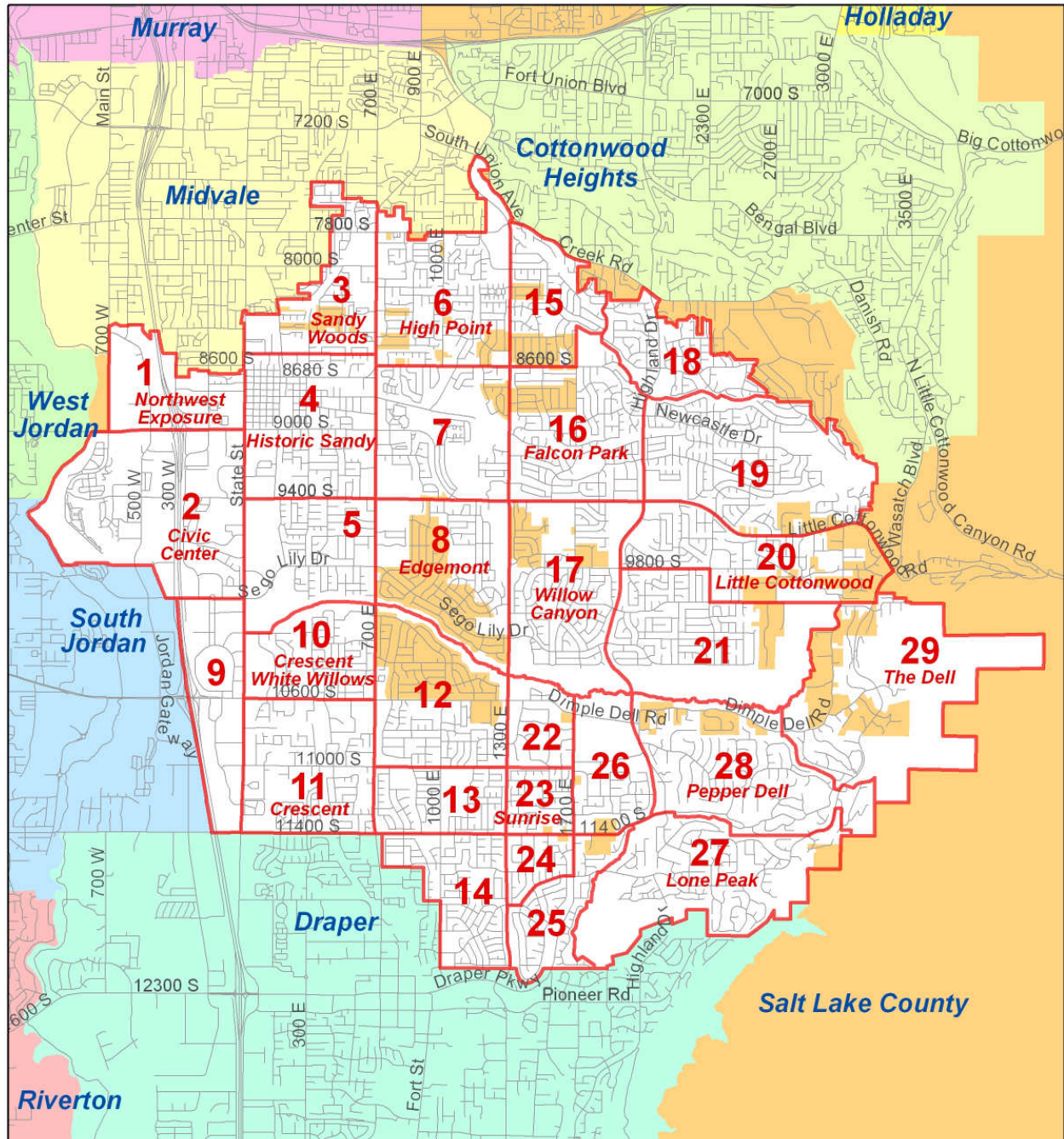


## **Department Description**

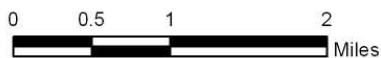
Sandy City Administration is charged with ensuring the quality management of all city services and activities. Led by the Mayor and the Chief Administrative Officer, the department is active in all of the general management practices of the city. Specific, day-to-day operations of city functions are the responsibility of skilled department directors who work in conjunction with Administration in "enhancing the quality of life in our community."

## **Department Mission**

The mission of the Administration Department is to provide general oversight and direction for all city services and operations.



Scale: 1 Inch = 1 Mile



## Sandy City Community Councils

Produced by Sandy City GIS  
 Jake Petersen, GIS Technician  
 February 24, 2010

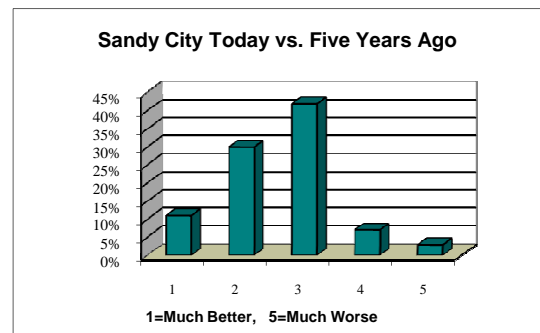
- Provide oversight and direction to city departments as outlined by the Mayor and the Chief Administrative Officer.

## Five-year Accomplishments

- Developed and enhanced new city web page and citizen newsletter.
- Purchased, renovated, and transitioned Third District Court facility to City Justice Center.
- Continued development of parks and cultural arts facilities at 9400 South 1300 East.
- Implemented numerous legislative initiatives designed to improve operational efficiencies.

## Performance Measures & Analysis

The Administration Department has conducted an annual citizen survey since 1995. The survey, conducted by Dan Jones and Associates, Inc., serves as an excellent report card to identify city strengths and weaknesses. The survey is reviewed by each department and incorporated into each department's process improvement efforts. The survey also serves as a great feedback tool in specifically asking city residents what they would like to see from the city in the future, for example, additional recreation amenities, street improvements, cultural arts initiatives, etc.



Citizen Response (Fiscal Year)	2008	2009	2010	2011
<b>Sandy City Today vs. Five Years Ago</b>				
Much better	12%	15%	10%	11%
Somewhat better	30%	28%	31%	30%
About the same	38%	38%	44%	42%
Somewhat worse	10%	10%	8%	7%
Much worse	3%	3%	2%	3%
<b>Service Rating (rating scale: 1=very dissatisfied, 5=very satisfied)</b>				
Courtesy of city employees	4.07	4.06	4.14	4.14
Overall work performance of city employees	4.01	4.01	4.09	4.06
<b>During the past year, have you contacted any Sandy City office to seek information, service, or file a complaint?</b>				
Those answering yes	49%	49%	47%	46%
Satisfaction level				
Very Satisfied	54%	50%	54%	44%
Somewhat Satisfied	29%	30%	30%	29%
Somewhat Dissatisfied	7%	6%	7%	13%
Very Dissatisfied	9%	12%	10%	13%
Don't Know	1%	1%	0%	1%
<b>Survey Opinion (rating scale: 1=strongly agree, 5=strongly disagree)*</b>				
Before the city makes major decisions, citizens' opinions are considered	2.53	2.50	2.06	3.18
I know how to inform the city about how I feel on important issues	2.08	2.11	1.95	3.56
Sandy is a good place to live	1.22	1.22	1.20	4.46

\*For 1995 to 2009 data, lower mean scores indicate stronger agreement.

## Significant Budget Issues

No significant budget issues.

# Budget Information

# Mayor

Department 11	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 452,860	\$ 446,718	\$ 421,178	\$ 394,417	\$ 367,947
Administrative Charges					
31411 Redevelopment Agency	44,115	47,364	53,547	91,703	96,749
31412 Water	12,936	14,290	15,319	15,506	14,546
31416 Storm Water	-	-	-	-	420
31417 Alta Canyon Sports Center	-	-	-	-	974
31418 Golf Fund	-	-	-	-	629
31419 Sandy Arts Guild	-	-	-	-	133
314110 Recreation Fund	-	-	-	-	391
<b>Total Financing Sources</b>	<b>\$ 509,911</b>	<b>\$ 508,372</b>	<b>\$ 490,044</b>	<b>\$ 501,626</b>	<b>\$ 481,398</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 338,294	\$ 317,404	\$ 332,292	\$ 338,915	\$ 322,581
411113 Vacation Accrual	1,692	13,648	-	-	-
411121 Seasonal Pay	-	2,995	1,848	5,587	5,587
411211 Variable Benefits	72,709	67,520	71,473	72,063	68,930
411213 Fixed Benefits	16,716	14,455	15,065	17,007	23,401
411214 Retiree Health Benefit	-	-	5,648	5,706	6,456
41131 Vehicle Allowance	10,914	11,913	11,867	11,832	11,832
41132 Mileage Reimbursement	597	84	30	300	300
41135 Phone Allowance	1,617	1,986	2,433	1,205	2,130
4121 Books, Subs. & Memberships	2,046	2,561	3,477	3,390	3,390
41231 Travel	6,128	4,028	3,710	11,261	11,261
41232 Meetings	8,787	6,597	8,553	4,050	4,050
41235 Training	285	(6)	777	2,500	2,500
412400 Office Supplies	2,103	1,620	1,858	2,500	2,500
412440 Computer Supplies	-	216	-	248	248
412460 Media Relations	1,821	680	716	675	675
412470 Special Programs	3,477	7,925	255	-	-
412490 Miscellaneous Supplies	1,827	1,080	2,876	2,000	2,000
412611 Telephone	1,371	1,616	1,662	2,467	3,038
414111 IS Charges	18,706	17,217	17,687	19,920	10,519
4174 Equipment	20,821	34,833	7,817	-	-
<b>Total Financing Uses</b>	<b>\$ 509,911</b>	<b>\$ 508,372</b>	<b>\$ 490,044</b>	<b>\$ 501,626</b>	<b>\$ 481,398</b>

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Elected Official:</b>					
Mayor			1.00	1.00	1.00
<b>Appointed - Category 1:</b>					
Deputy to the Mayor	\$ 2,937.60	\$ 4,870.40	1.00	1.00	1.00
Senior Advisor to the Mayor	\$ 1,404.80	\$ 2,328.80	0.50	0.50	0.50
Office Manager	\$ 1,222.40	\$ 2,026.40	0.50	0.50	0.50
<b>Appointed - Category 3:</b>					
Community Liaison	\$ 9.43	\$ 15.08	0.10	0.10	0.10
<b>Regular:</b>					
Communications Manager	\$ 1,846.40	\$ 3,060.80	0.25	0.25	0.25
<b>Seasonal:</b>					
Intern	\$ 9.43	\$ 15.08	0.17	0.26	0.26
<b>Total FTEs</b>			3.52	3.61	3.61

# Budget Information

# Chief Administrative Officer

Department 12	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 412,925	\$ 411,947	\$ 387,234	\$ 392,642	\$ 342,861
Administrative Charges					
31411 Redevelopment Agency	5,997	11,512	20,370	30,830	58,580
31412 Water	41,675	46,106	38,079	35,333	44,015
31413 Waste Collection	8,033	10,233	9,235	8,570	8,873
31414 Fleet Operations	2,473	2,644	2,178	2,225	4,437
31415 Information Systems	1,844	3,144	6,443	3,605	660
31416 Storm Water	3,781	4,344	4,243	4,510	5,814
31417 Alta Canyon Sports Center	2,804	4,630	3,897	3,668	3,941
31418 Golf	2,048	2,176	2,129	2,236	2,546
31419 Sandy Arts Guild	1,000	798	670	756	1,006
314110 Recreation	628	759	789	1,015	1,156
314111 Risk	19,215	20,272	18,135	19,728	32,747
<b>Total Financing Sources</b>	<b>\$ 502,423</b>	<b>\$ 518,565</b>	<b>\$ 493,402</b>	<b>\$ 505,118</b>	<b>\$ 506,636</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 343,426	\$ 337,649	\$ 335,958	\$ 342,747	\$ 340,772
411113 Vacation Accrual	992	-	-	-	-
411121 Seasonal Pay	1,988	1,625	2,889	2,939	2,939
411211 Variable Benefits	74,118	72,301	72,530	71,437	71,345
411213 Fixed Benefits	23,220	21,811	24,896	25,853	34,942
411214 Retiree Health Benefit	2,652	5,634	6,272	4,260	5,859
41131 Vehicle Allowance	11,010	13,362	13,056	13,311	13,311
41132 Mileage Reimbursement	649	60	30	300	300
41135 Phone Allowance	1,168	1,205	1,205	1,080	1,080
4121 Books, Subs. & Memberships	3,597	4,339	6,277	2,500	2,500
41231 Travel	7,579	6,139	1,971	6,000	6,000
41232 Meetings	2,023	3,156	2,068	3,694	3,694
41235 Training	720	-	-	500	500
412400 Office Supplies	2,508	804	1,807	1,900	1,900
412440 Computer Supplies	-	55	-	200	200
412490 Miscellaneous Supplies	945	779	528	800	800
412511 Equipment O & M	1,458	1,115	-	150	150
412611 Telephone	1,259	1,152	1,650	2,120	2,720
413723 UCAN Charges	529	808	808	810	810
41379 Professional Services	189	-	-	-	-
414111 IS Charges	22,497	17,489	20,241	22,338	14,638
41471 Fleet O & M	1,439	1,862	1,216	2,179	2,176
4174 Equipment	(1,543)	27,220	-	-	-
<b>Total Financing Uses</b>	<b>\$ 502,423</b>	<b>\$ 518,565</b>	<b>\$ 493,402</b>	<b>\$ 505,118</b>	<b>\$ 506,636</b>

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Appointed - Category 1:</b>					
Chief Administrative Officer	\$ 3,438.40	\$ 5,700.00	1.00	1.00	1.00
Asst. Chief Administrative Officer	\$ 2,937.60	\$ 4,870.40	1.25	1.25	1.25
Office Manager	\$ 1,222.40	\$ 2,026.40	0.50	0.50	0.50
<b>Regular:</b>					
Communications Manager	\$ 1,846.40	\$ 3,060.80	0.25	0.25	0.25
<b>Seasonal:</b>					
Intern	\$ 9.43	\$ 15.08	0.13	0.13	0.13
<b>Total FTEs</b>			<b>3.13</b>	<b>3.13</b>	<b>3.13</b>

**Maintain and improve basic core municipal services****Take care of current employees**

- Foster positive communication and an enjoyable working environment.
- Manage and maintain a quality compensation and classification program for city employees.
- Coordinate employee education programs to increase employee understanding of pay and benefit decisions.
- Promote the fair and respectful treatment of employees.
- Coordinate employee conflict resolution procedures.
- Confidentially maintain personnel records according to adopted standards.

**Provide cost effective personnel services**

- Only add new employees when necessary to meet service levels expected by the citizen.
- Proactively manage the affects of the changing Utah Retirement System.
- Maintain personnel costs at a level so as to provide flexibility for other capital expenditures of value to the citizens.
- Strengthen operational partnerships and align services with city priorities and resources.
- Strengthen customer respect, trust, and confidence.

**Maintain a highly qualified employee workforce**

- Assist departments in sustaining a workforce that is competent, value driven, and health wise.
- Ensure quality management of the city's recruitment, testing, selection, and hiring efforts.
- Establish effective organizational human resource policy consistent with the city's goals and objectives, including the Employee Handbook, the Sandy City Operations Manual, and the Supervisor Guide.
- Maintain compliance efforts in accordance with federal, state, and local laws.
- Develop training programs to further employee effectiveness, including safety and health practices.
- Consult with departments regarding performance management.
- Administer the city's drug-free workplace policy.

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**Five-year Accomplishments**

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**Take care of current employees**

- Revised the city's "Fit For Life" wellness program by implementing the Apple Program.
- Converted public safety employees into the non-contributory Utah Retirement System.
- Conducted an employee satisfaction survey for the HR & Mgt Services department.
- Developed and unveiled the city's intranet - a web-based resource of information for employees.
- Implemented a Retirement Medical Plan using ICMA-RC's Retiree Health Savings (RHS) Plan.
- Transitioned the city's benefit plan year to align with the city's fiscal year.

**Provide cost effective personnel service**

- Successfully transitioned to a new life and disability insurance provider.
- Successfully implemented a High Deductible Health Plan and Health Savings Accounts.
- Created three new RHS plans and made significant amendments to the existing plan.
- Updated the employee classification system.
- Successfully transitioned to a new occupational health and drug screening provider.
- Implemented and updated HIPAA compliant policies and procedures.
- Complied with new federal legislation amendments including ADA, FMLA, COBRA, and the American Recovery and Reinvestment Act (ARRA).

**Maintain a highly qualified employee workforce**

- Coordinated the facilitation of Franklin Covey and leadership training for employees.
- Implemented a citywide employee education and communication initiative.
- Continued to provide a successful supervisor and employee training program.
- Revised the employee appeals process in accordance with state statute and recent case law.

Over the past several years, the workload for the Human Resources Department has increased as a result of the following events:

- a fluctuating employment market;
- additional and changing federal and state compliance issues, including FMLA, HIPAA, COBRA, ADA, and USERRA;
- the passage of federal health care reform legislation; and
- the reorganization of the Utah Retirement System to include separate retirement programs for Tier I and Tier II employees.

Measure (Calendar Year)	2008	2009	2010
<b>Take care of current employees</b>			
Employee Turnover Rate	6.7%	7.5%	8.2%
Job Audits	41	46	28
<b>Provide cost effective personnel service</b>			
City Employees (FTE)	646.48	638.76	596.89 <sup>†</sup>
Average Time to Fill a Position (in days)	36	52	43
HR Cost per Hire	\$204	\$259	\$244
HR Staff to Employee Ratio per hundred	0.88	0.89	0.87
HR Expense per FTE	\$836	\$844	\$952
HR Expenses as a Pct. of Operating Expenses			
Consolidated Budget	0.83%	0.84%	0.88%
General Fund	1.33%	1.37%	1.46%
Percentage of Payroll that is spent on Employee Health Insurance Benefits*	N/A	N/A	14%
Health Care Expense per Employee			
All Employees	\$4,469	\$4,895	\$4,823
Covered Employees	\$8,341	\$8,625	\$9,194
<b>Maintain a highly qualified employee workforce</b>			
Consultation (in hours)	115	86	130
Recruitments	143	80	74
Employment Applications	3,022	4,561	3,394

<sup>†</sup> Seasonal FTE counts were adjusted in FY 2011 to more accurately reflect current staffing.

\* New measure for 2010 that does not have comparison data available from previous years.

## Significant Budget Issues

## Human Resources

- 1 Staffing Changes** - Due to budget cuts, a full-time Receptionist position was eliminated and a part-time Secretary position was converted to a full-time Secretary position.

### Budget Information

Department 1210	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 445,419	\$ 503,500	\$ 523,308	\$ 459,627	\$ 431,217
Administrative Charges					
31411 Redevelopment Agency	1,064	1,356	1,893	1,835	2,230
31412 Water	44,662	54,822	50,481	52,422	49,787
31413 Waste	3,897	4,326	4,419	4,501	4,680
31414 Fleet Operations	6,341	7,551	6,883	8,284	12,717
31415 Information Services	3,580	3,485	3,879	5,440	7,625
31416 Storm Water	7,387	12,011	11,450	12,842	16,202
31417 Alta Canyon Sports Center	13,685	10,674	12,343	12,459	15,879
31418 Golf	4,034	3,742	3,705	4,556	3,555
31419 Sandy Arts Guild	524	251	549	432	333
314110 Recreation	2,647	2,523	3,406	3,434	1,992
314111 Risk	1,415	2,031	1,295	2,383	2,383
<b>Total Financing Sources</b>	<b>\$ 534,655</b>	<b>\$ 606,272</b>	<b>\$ 623,611</b>	<b>\$ 568,215</b>	<b>\$ 548,600</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 273,323	\$ 279,461	\$ 277,196	\$ 291,652	\$ 277,962
411113 Vacation Accrual	8,390	17,730	8,922	-	-
411121 Seasonal Pay	67	-	578	-	-
411211 Variable Benefits	58,037	58,945	58,918	60,429	58,901
411213 Fixed Benefits	35,231	41,081	45,862	53,445	50,255
411214 Retiree Health Benefits	1,188	1,211	2,027	3,526	2,337
41132 Mileage Reimbursement	163	311	189	700	700
41135 Phone Allowance	482	482	482	480	480
4121 Books, Subs. & Memberships	1,739	1,769	1,606	2,000	2,000
41221 Public Notices	9,027	3,996	1,341	4,000	4,000
41231 Travel	-	848	-	3,400	3,400
41232 Meetings	611	265	446	1,000	1,000
41235 Training	670	1,946	258	2,000	2,000
41237 Training Supplies	332	339	819	350	350
412400 Office Supplies	1,819	1,851	1,451	2,400	2,400
412435 Printing	1,359	1,356	1,577	1,700	1,700
412440 Computer Supplies	-	-	-	533	533
412470 Special Programs	42,728	37,774	25,625	48,770	48,770
412472 Health and Wellness Program	-	-	-	20,000	20,000
412490 Miscellaneous Supplies	57	176	(131)	500	500
412511 Equipment O & M	60	465	895	250	250
412611 Telephone	2,606	2,653	2,979	4,098	5,529
41379 Professional Services	32,500	25,798	21,054	43,448	43,448
414111 IS Charges	24,385	24,644	23,443	23,534	22,085
4174 Equipment	39,881	103,171	143,574	-	-
43472 Fleet Purchases	-	-	4,500	-	-
<b>Total Financing Uses</b>	<b>\$ 534,655</b>	<b>\$ 606,272</b>	<b>\$ 623,611</b>	<b>\$ 568,215</b>	<b>\$ 548,600</b>

**1**



**Budget Information (cont.)**
**Human Resources**

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Appointed - Category 2:</b>					
HR & Mgmt Services Director	\$ 2,636.80	\$ 4,371.20	1.00	1.00	1.00
<b>Regular:</b>					
Management Analyst	\$ 1,508.80	\$ 2,501.60	1.00	1.00	1.00
Benefits Coordinator	\$ 1,278.40	\$ 2,119.20	1.00	1.00	1.00
Human Resource Specialist	\$ 1,110.40	\$ 1,841.60	1.00	1.00	1.00
Secretary	\$ 896.80	\$ 1,487.20	0.00	0.00	1.00
Receptionist	\$ 780.80	\$ 1,294.40	1.00	1.00	0.00
<b>Part-time:</b>					
Secretary	\$ 11.21	\$ 18.59	0.69	0.69	0.00
<b>Total FTEs</b>			5.69	5.69	5.00



**Develop and maintain community facilities**

- Maintain functional, clean, and comfortable buildings.
- Implement and manage efficient energy saving systems.
- Proactively ensure that buildings are in good repair and in compliance with fire and building codes.
- Strategically plan and manage resources and coordinate capital facility improvements.

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**Five-year Accomplishments**

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**Maintain functional, clean, and comfortable buildings.**

- Began cleaning the new Public Utilities building at 9150 S. and 150 E.
- Installed auxiliary stage power, cooling fan, air conditioning unit, surveillance system, outdoor plaza lighting, and new concession windows at the Amphitheater. Replaced the pit cover and 20 stage floor panels.
- Improved the Justice Center site including new sidewalks, parking lot, walk-in gate, tree boxes, outside benches, and outside payment box.
- Made improvement to the Alta Canyon Sports Center by remodeling the weight room and spin room, painting the hallway and shower room, and changing out three metal doors with frames.
- Remodeled both court rooms, replaced all Justice Center faucets and relocated Victim Advocates, Prosecutors, Traffic Unit, Youth Unit, and Sandy Village Substation.
- Remodeled three rooms at the Parks & Recreation.
- Remodeled and refurbished several office suites, including City Council, Administration, Police Department Administration and training room, Finance, City Attorney, and City Recorder.
- Assumed responsibility for maintenance of the Storage Building and built shelving, walls, workspaces, and a stairway. Added fiber communications and data lines.

**Implement and manage efficient energy saving systems.**

- Replaced the City Hall cooling tower, roof, and three rooftop exhaust fans.
- Added new cooling tower VFD and 18 direct-coupled damper operators at City Hall.
- Continued improving energy efficiency at assigned buildings, including two new high-efficiency water heaters and dimming system replacements.
- Installed new network-based HVAC operating systems at the Justice Center, City Hall, and Senior Center.
- Installed emergency systems in City Hall, Amphitheater, and the Justice Center.
- Converted assigned buildings to digital cable and installed seven new LCD televisions.
- Replaced Senior Center outside deck, main electrical switch, carpet, bathroom tile, and blinds. Installed power for Senior Center Marquee, repaired insulation, and ran new phone lines. Lined kitchen walls with washable panels and installed new LCD televisions.
- Worked with Parks and Recreation to replace the chiller at Alta Canyon Sports Center and Parks & Recreation.
- Enhanced security, emergency lighting, and meeting room audio visual systems.

**Proactively ensure that buildings are in good repair and in compliance with fire and building codes.**

- Replastered the swimming pool at Alta Canyon Sports Center.
- Removed Museum exterior paint, painted trim, and built a new sign.
- Continued painting many areas including outside light poles, offices, and exterior metal at assigned buildings.
- Refinished all wood floors at Alta Canyon Sports Center, refinished the stage wood floor at the Senior Center, and refinished the dance wood floor at the Parks and Recreation building.
- Re-grouted tile in the 2nd and 3rd floor restrooms at City Hall.
- Installed new restroom counters and plumbing at City Hall and Amphitheater.

**Strategically plan and manage resources and coordinate capital facility improvements.**

- Updated the facility capital budget repair and replacement plan and added Justice Center and Storage Building.
- Converted city building mechanical blueprints into a reproducible electronic format and brought all prints up to date.

## Performance Measures & Analysis

## Building Services

The Building Services Division oversees maintenance and custodial operations in the following facilities: City Hall, Parks and Recreation Building, Amphitheater, Animal Services, Police Substations (3), Sandy Senior Center, Alta Canyon Sports Center, River Oaks Clubhouse, Sandy City Museum, Justice Center, and Public Works (custodial only). In 2010, the Division also became responsible for custodial services at the new Public Utilities Building at 9150 S. and 150 E.

Measure (Calendar Year)	2008	2009	2010
<b>Maintain functional, clean, and comfortable buildings.</b>			
Employee Time Distribution by Bldg (employee hours)			
City Hall	15,082	14,257	14,395
Parks and Rec	2,961	2,720	3,364
Amphitheater	976	1,342	1,659
Senior Center	3,378	3,182	3,385
Animal Services	725	575	610
Public Works	839	760	774
Police Substations	549	506	493
River Oaks Golf Course	672	589	587
Alta Canyon Sports Center	884	429	396
Museum	208	234	468
Justice Center	3,763	3,820	2,626
Storage Building	416	208	312
Public Utilities	469	541	908
<b>Implement and manage efficient energy saving systems.</b>			
Power - Avg. Peak Demand (kilowatts)	729	849	778
Power - Kilowatt hours	2,647,915	2,675,806	2,609,067
Natural Gas - Decatherms	11,721	10,844	12,305
<b>Proactively ensure that buildings are in good repair and in compliance with fire and building codes.</b>			
System Inspections per Month	79	70	71
System Breakdowns (Failures)	7	4	3
<b>Strategically plan and manage resources and coordinate capital facility improvements.</b>			
% of Purchase Orders Created on Time	92%	96%	92%
Purchase Orders Generated per FTE	20	8	17
Work Orders Completed	3,376	2,843	2,635
Avg. Work Order Response Time (days)	1.1	0.9	1.0
% of Work Orders Completed w/in 24 hrs	90%	98%	96%
Projects Completed per FTE	17	15	20
Projects Expenditures per FTE	\$139,843	\$64,157	\$87,523

**1** Building Services - Departments 1216 and 1217 are now combined into one division called Building Services.

**Budget Information**

<b>Department 1216</b>	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimated</b>	<b>2012 Approved</b>
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 924,161	\$ 925,546	\$ 872,990	\$ 988,147	\$ 1,050,395
Administrative Charges					
31411 Redevelopment Agency	5,224	4,851	5,698	11,604	8,771
31412 Water	57,818	52,296	64,461	67,435	76,710
31414 Fleet Operations	2,414	4,679	4,320	3,137	4,534
31415 Information Services	16,603	15,745	16,948	20,799	31,445
31416 Storm Water	10,273	12,384	12,625	16,503	18,679
31418 Golf	3,190	9,210	6,798	4,957	4,302
31419 Sandy Arts Guild	4,500	5,420	5,902	5,914	7,072
314110 Recreation	13,955	15,381	14,559	14,863	19,213
314111 Risk	7,515	7,218	7,770	9,506	14,286
<b>Total Financing Sources</b>	<b>\$ 1,045,653</b>	<b>\$ 1,052,730</b>	<b>\$ 1,012,071</b>	<b>\$ 1,142,865</b>	<b>\$ 1,235,407</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 296,535	\$ 307,859	\$ 306,157	\$ 307,706	\$ 281,887
411121 Seasonal Pay	112,928	121,036	111,349	116,816	116,816
411131 Overtime/Gap	1,196	2,925	400	-	-
411211 Variable Benefits	75,714	79,196	76,549	76,820	71,751
411213 Fixed Benefits	58,848	64,549	70,410	76,780	94,098
411214 Retiree Health Benefit	1,889	1,264	1,012	1,547	-
41131 Vehicle Allowance	3,245	3,484	3,484	3,470	3,470
41132 Mileage Reimbursement	-	-	-	250	125
41231 Travel	670	-	-	400	400
41235 Training	427	909	677	1,500	1,500
412470 Special Programs	-	390	792	4,570	-
412490 Miscellaneous Supplies	1,009	1,018	-	300	300
412511 Equipment O & M	1,635	646	1,914	1,193	1,193
412521 Building O & M	63,967	65,638	57,838	96,780	120,306
412523 Power & Lights	193,829	195,164	208,824	212,788	257,288
412524 Heat	83,800	83,604	75,689	89,917	108,067
412525 Sewer	1,181	1,819	1,819	1,920	1,920
412526 Water	7,097	10,062	6,713	9,869	14,469
412527 Storm Water	5,842	6,760	6,240	6,620	6,620
412611 Telephone	4,361	4,644	6,593	2,959	3,318
413723 UCAN Charges	1,116	1,371	1,395	2,160	2,160
41379 Professional Services	52,042	44,175	34,861	57,964	75,364
41389 Miscellaneous Services	34,389	31,486	12,811	27,595	27,595
414111 IS Charges	12,548	12,636	11,991	13,238	12,738
41471 Fleet O & M	2,062	2,536	2,324	2,532	3,851
4173 Building Improvements	3,415	6,162	3,898	16,700	19,700
4174 Equipment	7,029	1,997	4,699	10,471	10,471
43472 Fleet Purchases	12,252	-	-	-	-
4370 Capital Outlays	6,627	1,400	3,632	-	-
<b>Total Financing Uses</b>	<b>\$ 1,045,653</b>	<b>\$ 1,052,730</b>	<b>\$ 1,012,071</b>	<b>\$ 1,142,865</b>	<b>\$ 1,235,407</b>

# Budget Information (cont.)

# Building Services

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Regular:</b>					
Facilities Manager	\$ 1,619.20	\$ 2,684.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	\$ 1,347.20	\$ 2,234.40	1.00	1.00	1.00
Facilities Maintenance Technician	\$ 1,110.40	\$ 1,841.60	2.00	2.00	2.00
Lead Custodian	\$ 962.40	\$ 1,595.20	1.00	1.00	1.00
Building Custodian	\$ 780.80	\$ 1,294.40	1.00	1.00	1.00
<b>Part-time:</b>					
Lead Custodian	\$ 12.03	\$ 19.94	0.75	0.75	0.75
Building Custodian	\$ 9.76	\$ 16.18	0.88	0.88	0.88
<b>Seasonal:</b>					
Custodian I/II	\$ 7.25	\$ 11.60	6.59	6.27	6.27
<b>Total FTEs</b>			14.22	13.90	13.90

Capital Budget	2011 Budgeted	2012 Approved	2013 Planned	2014 Planned	2015 Planned
<b>1201 - Municipal Building</b> - This project is for replacement and improvements to municipal buildings. The account generally pays for building components with an estimated useful life of between five and 50 years and replacement value greater than \$7,500. The major categories of work consist of exterior closure/surfaces, roofing, interior flooring, walls and ceiling finishes, conveying systems, HVAC systems, plumbing systems, fire protection systems, electrical systems, and other miscellaneous items such as public address systems, security systems, sidewalks, common furniture, etc.					
41 General Revenue	\$ 603,559	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000
45 Grants	379,765	-	-	-	-
Total	\$ 983,324	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000
<b>12443 - Justice Center Joint Information Center</b> - This funding is to create a joint information center to accommodate media during an emergency.					
41 General Revenue	\$ 14,329	\$ -	\$ -	\$ -	\$ -
<b>1253 - Post Office Building</b> - This will fund improvements to the post office building.					
41 General Revenue	\$ 142,872	\$ -	\$ -	\$ -	\$ -
<b>12801 - U of U Building Renovation</b> - This amount is for future repair and replacement of mechanical systems.					
41 General Revenue	\$ 200,000	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Projects</b>	<b>\$ 1,340,525</b>	<b>\$ 100,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>

**Maintain and improve basic core municipal services**

- Administer the biennial city election.
- Preserve and manage official city records, documents, and contracts according to Utah State Code requirements.
- Facilitate off-site storage of vital city records.

**Strengthen communications with citizens, businesses, and other institutions**

- Publish legal notices and public hearing notices for the city.
- Coordinate GRAMA request responses in a timely manner.
- Conduct records search for city staff and public.
- Administer and control mailing, shipping, and copy room operations for the city.

**Five-year Accomplishments****Maintain and improve basic core municipal services**

- Successfully administered the biennial general city elections and posted election financials on the city website. Provided poll worker relief during early electronic voting.
- Assisted Community Development to identify non-residential building plans that had met retention requirements, resulting in the disposal of approximately 1,500 plans.
- Developed a plan for yearly transfer of terminated employee personnel files to the State Records Center.
- Audited and indexed all Sandy City ordinances back to 1893. Verified recording with Salt Lake County Recorder.
- Audited and indexed all archived Sandy City annexations and verified recordings.

**Strengthen communications with citizens, businesses, and other institutions**

- Began to post all public notices to the Utah State website. All public hearings and open meeting agendas are posted 24 hours prior to the event.

**Performance Measures & Analysis**

The City Recorder's Office continues to increase its role inside and outside the organization. Managing the large number of GRAMA requests, instituting required changes to public noticing requirements, and managing changes associated with electronic and early voting has this office interacting with inside and outside entities with greater frequency.

Measure	2008	2009	2010
<b>Maintain and improve basic core municipal services</b>			
Contracts processed	493	302	281
% of voter turnout	N/A	17.5%	N/A
Files scanned into imaging system	384	319	109
Annexations completed*	N/A	N/A	7
Average time to record annexation after ordinance adoption (in days)	19.5	17.0	23.0
<b>Strengthen communications with citizens, businesses, and other institutions</b>			
Annual GRAMA requests	93	74	50
% of GRAMA request completed:			
within five days (press)	100%	100%	100%
within ten days	100%	100%	100%
Public notices	71	82	94
Pieces of mail processed	508,817	493,864	434,838
Mail processing problems reported	1	1	2

\* New measure for 2010 that does not have comparison data available from previous years.

**Significant Budget Issues**

- 1 Passport Fees** - These are the fees associated with the new passport application services.
- 2 Deputy City Recorder** - This position is being partially funded by Risk Management.

# Budget Information

# City Recorder

Department 1213	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 151,231	\$ 133,270	\$ 97,845	\$ 111,629	\$ 53,611
Administrative Charges					
31411 Redevelopment Agency	1,659	2,034	722	-	3,689
31412 Water	3,261	4,124	3,552	3,449	2,750
31413 Waste Collection	2,307	3,212	2,766	4,792	2,750
31414 Fleet Operations	3,346	4,114	3,897	4,167	2,750
31415 Information Services	1,825	2,246	2,128	2,275	2,750
31416 Storm Water	1,599	1,976	690	1,972	-
31417 Alta Canyon Sports Center	1,065	1,497	1,214	1,303	1,015
31419 Sandy Arts Guild	403	478	421	474	368
314110 Recreation	600	825	788	581	272
314111 Risk	6,186	9,361	8,869	9,481	20,610
31491 Sale of Maps and Copies	55,177	52,733	49,082	50,000	50,000
31497 Passport Application Fees	-	-	-	-	40,000
<b>Total Financing Sources</b>	<b>\$ 228,659</b>	<b>\$ 215,870</b>	<b>\$ 171,974</b>	<b>\$ 190,123</b>	<b>\$ 180,565</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 108,138	\$ 101,832	\$ 77,522	\$ 71,786	\$ 67,179
411131 Overtime/Gap	-	-	57	-	-
411211 Variable Benefits	22,322	20,850	15,731	15,143	14,235
411213 Fixed Benefits	13,844	14,343	13,956	19,494	13,827
411214 Retiree Health Benefit	-	-	-	-	1,043
41132 Mileage Reimbursement	56	35	46	300	300
4121 Books, Sub. & Memberships	538	558	578	1,000	1,000
41221 Public Notices	6,925	5,980	8,695	8,201	8,201
41231 Travel	-	-	-	1,400	1,400
41232 Meetings	-	-	634	51	51
41235 Training	400	-	500	100	100
412400 Office Supplies	1,091	916	1,847	1,100	1,100
412415 Copying	6,414	5,840	4,242	5,660	5,660
412420 Postage	57,354	53,734	36,162	54,426	54,426
412430 Microfilming & Archives	965	912	649	900	900
412440 Computer Supplies	223	239	112	248	248
412511 Equipment O & M	-	195	-	500	500
412611 Telephone	1,412	1,448	1,614	1,580	2,120
414111 IS Charges	8,977	8,988	8,222	8,234	8,275
4174 Equipment	-	-	1,407	-	-
<b>Total Financing Uses</b>	<b>\$ 228,659</b>	<b>\$ 215,870</b>	<b>\$ 171,974</b>	<b>\$ 190,123</b>	<b>\$ 180,565</b>

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Appointed - Category 1:</b>					
City Recorder	\$ 1,508.80	\$ 2,501.60	1.00	1.00	1.00
<b>Regular:</b>					
Deputy Recorder	\$ 962.40	\$ 1,595.20	1.00	1.00	0.75
<b>Total FTEs</b>			2.00	2.00	1.75

**Budget Information (cont.)****City Recorder**

<b>Fee Information</b>	<b>2008 Approved</b>	<b>2009 Approved</b>	<b>2010 Approved</b>	<b>2011 Approved</b>	<b>2012 Approved</b>	
<b>31491 Sale of Maps, Copies &amp; Information</b>						
Misc. Copies - Public / page	\$0.16	\$0.16	\$0.16	\$0.16	\$0.16	
Misc. Copies - Employees / page						
Black & White 8.5 X 11	\$0.08	\$0.08	\$0.08	\$0.08	\$0.08	
Color 8.5 X 11	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	
<b>31491 GRAMA Requests</b>						
Audio CD's / each	N/A	\$5.00	\$5.00	\$5.00	\$5.00	
Copies / page	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	
Research / hr. + copying charges	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	
<b>31497 Passport Application Fees</b>						
(In Addition to State Department Charges)						
Execution Fee / application	N/A	N/A	N/A	N/A	\$25	<b>1</b>
Photo Fee / photo	N/A	N/A	N/A	N/A	\$10	<b>1</b>
Overnight Express Mailing	N/A	N/A	N/A	N/A	\$25.75	<b>1</b>

**Significant Budget Issues****Elections**

**1** Elections - The city is budgeting for 2011 primary and general municipal elections.

**Budget Information**

<b>Department 1214</b>	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimated</b>	<b>2012 Approved</b>	
<b>Financing Sources:</b>						
General Taxes & Revenue	\$ 96,117	\$ -	\$ 85,788	\$ -	\$ 186,794	
<b>Total Financing Sources</b>	<b>\$ 96,117</b>	<b>\$ -</b>	<b>\$ 85,788</b>	<b>\$ -</b>	<b>\$ 186,794</b>	
<b>Financing Uses:</b>						
41221 Public Notices	\$ 354	\$ -	\$ 494	\$ -	\$ 1,500	
412400 Office Supplies	33	-	-	-	50	
412420 Postage	-	-	-	-	50	
412490 Miscellaneous Supplies	-	-	41	-	1,000	
41389 Miscellaneous Services	95,730	-	85,253	-	184,194	<b>1</b>
<b>Total Financing Uses</b>	<b>\$ 96,117</b>	<b>\$ -</b>	<b>\$ 85,788</b>	<b>\$ -</b>	<b>\$ 186,794</b>	



The Emergency Management Coordinator serves as staff advisor to the Mayor and Chief Administrative Officer, and supports the city's goals and objectives in emergency management matters:

**Maintain and Improve the Basic Core Municipal Services**

- Developing and maintaining the overall Emergency Management program.
- Writing, maintaining, and updating the Emergency Operations Plan.
- Ensuring the City's compliance with the National Incident Management System (NIMS).

**Preserve and Improve Public Infrastructure**

- Maintaining, stocking, and coordinating the activation of the city's Emergency Operations Centers.
- Establishing written Memorandums of Understanding with outside agencies.

**Strengthen Communications with Citizens, Businesses, and other Institutions**

- Conducting the monthly meetings of the Sandy City Citizen Corps Council.
- Conducting the Sandy City Business Continuity and Disaster Management (BCDM) program.
- Supporting the efforts of state, county, and local organizations which focus on emergency management.

**Five-year Accomplishments**

- Established a Sandy City Business Continuity and Disaster Management (BCDM) program which serves as the connection between Sandy City and its business partners with issues regarding emergency preparedness and business continuity of operations.
- Participated on the Utah Area Security Initiative (UASI) Community Preparedness Committee and secured federal funding for the purchase of a Community Animal Response Team (CART) trailer for the Utah Emergency Animal Response Coalition (UEARC) and the purchase of "Masters of Disaster" kits for school children within the 5 school districts of the UASI.
- Provided support for the Utah Volunteer Organizations Active in Disaster (VOAD) Region II group.
- Provided regular presentations to local church, neighborhood, and civic groups about Sandy City's emergency management program, and how we can handle the disasters in our lives together.
- Strengthened relationships with residents and promoted self-reliance through the monthly meeting of the Sandy City Citizen Corps Council.
- Established written Memorandums of Understanding (MOU's) with Garner Disaster Services, the Jordan School District, the LDS Church, The 2-1-1 / Utah Food Bank, Salt Lake County, and Brigham City for utilization of resources.
- Established and maintained an "Adopt-A-POD" program where groups of residents are trained to operate a Point-of-Distribution (POD) for distributing emergency supplies from FEMA.
- Created an Emergency Management webpage on the Sandy City website.
- Revised and updated the Emergency Operations Plan (EOP).
- Acquired federal grants for emergency management training and equipment purchase.
- Maintained membership in the Utah Emergency Management Association (UEMA).

**Performance Measures & Analysis**

Measure (Calendar Year)	2008	2009	2010
Average attendance at LEPC meetings.	15	17	17
Emergency Management Exercises and Drills in which Sandy City participated.	6	5	8
Number of written Memorandums of Understanding (MOU's) established with outside agencies.	3	4	6
Average attendance at the Sandy City Citizen Corps Council meetings.	22	34	40
Emergency Management courses / events sponsored by Sandy City.	3	2	3

**Significant Budget Issues****Emergency Management**

No significant budget issues.

**Budget Information**

<b>Department 221</b>	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimated</b>	<b>2012 Approved</b>
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 106,262	\$ 108,619	\$ 143,817	\$ 99,659	\$ 97,533
313103 Emergency Preparedness	11,650	16,831	16,625	-	-
Administrative Charges					
31411 Redevelopment Agency	5,046	4,989	5,368	8,180	9,965
31412 Water	5,879	6,000	6,722	6,280	6,190
31413 Waste	8,019	9,000	10,083	9,420	9,284
31414 Fleet	2,468	2,450	3,020	3,107	4,642
31415 Information Services	823	817	1,007	1,036	1,547
31416 Storm Water	2,883	2,874	3,355	3,592	3,934
31417 Alta Canyon Sports Center	1,440	1,633	1,723	1,779	1,713
31418 Golf	789	767	941	996	1,107
31419 Sandy Arts Guild	76	58	59	64	52
314110 Recreation	340	377	468	492	459
314111 Risk	823	817	1,007	1,036	1,547
<b>Total Financing Sources</b>	<b>\$ 146,498</b>	<b>\$ 155,232</b>	<b>\$ 194,195</b>	<b>\$ 135,641</b>	<b>\$ 137,973</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 86,860	\$ 81,683	\$ 82,323	\$ 83,317	\$ 82,500
411113 Vacation Accrual	-	1,732	-	-	-
411211 Variable Benefits	18,706	17,456	17,971	17,576	17,482
411213 Fixed Benefits	6,922	7,179	7,857	8,247	9,367
41132 Mileage Reimbursement	-	455	150	-	-
41135 Phone Allowance	361	361	361	360	360
4121 Books, Sub. & Memberships	921	1,233	1,142	750	750
41231 Travel	1,052	59	1,991	1,700	1,700
41232 Meetings	100	284	275	500	500
41235 Training	210	1,061	-	3,858	3,858
41237 Training Supplies	281	-	-	750	750
412400 Office Supplies	836	1,060	809	900	900
412490 Miscellaneous Supplies	120	389	91	300	300
412611 Telephone	6,248	6,361	7,213	6,461	8,622
41276 Emergency Management	9,059	15,954	6,693	7,974	7,974
413723 UCAN Charges	-	-	-	270	270
414111 IS Charges	2,959	3,006	2,853	2,678	2,640
4174 Equipment	6,363	14,459	64,466	-	-
43472 Fleet Purchases	5,500	2,500	-	-	-
<b>Total Financing Uses</b>	<b>\$ 146,498</b>	<b>\$ 155,232</b>	<b>\$ 194,195</b>	<b>\$ 135,641</b>	<b>\$ 137,973</b>

**Budget Information (cont.)****Emergency Management**

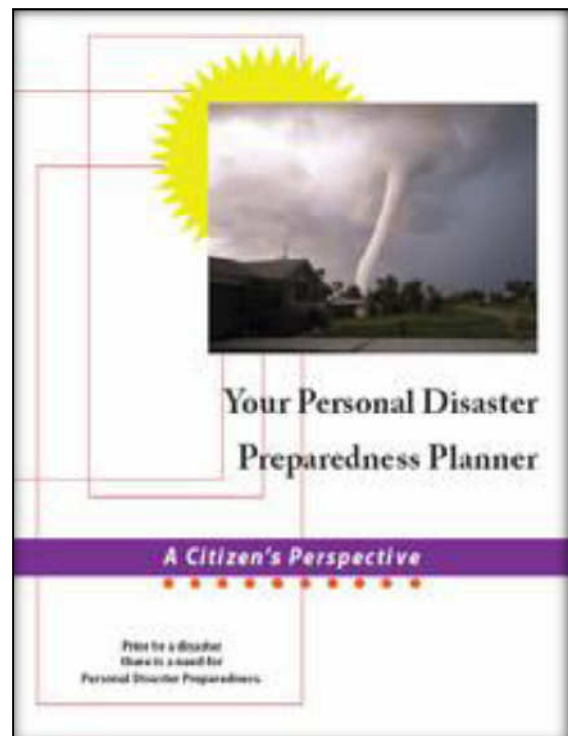
Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Regular:</b>					
Emergency Management Coordinator	\$ 1,982.40	\$ 3,286.40	1.00	1.00	1.00
<b>Total FTEs</b>			1.00	1.00	1.00



FEMA POD Exercise at Sandy Elementary



Monthly Sandy Citizen Corps Council



**Provide the opportunity through community events to create a sense of place and pride in Sandy.**

- Produce High Quality Events
  - o Spread events throughout the city to maximize participation and help strengthen neighborhoods.
  - o Create events that are unique to Sandy.

**Provide a safe place for our citizens to gather and celebrate.**

- Work closely with Risk Management, Sandy Police and Sandy Fire on all aspects of our events
  - o Educate vendors and contractees on safe practices.
- Comply with Salt Lake County Health Department regulations

**Provide events that meet our citizens expectations.**

- Communicate with our participants about their experiences with our events.
  - o Meet with community coordinators to ascertain the needs and desires of our various neighborhoods.
  - o Collect data on our progress through surveys and feedback.
  - o Hold "lessons learned" meetings after each event to make improvements where necessary.

**Five-year Accomplishments****Sense of place and pride in Sandy**

- Established "Movies in the Park" a highly successful program of presenting free movies in city parks.
  - o We will increase outreach and find partnerships with local organizations to increase participation.
- Created a new format for the Deck the Hall celebration bringing all participants indoors and using the Chamber Theater as a concert location for local Elementary School Choirs. We also presented the American West Symphony.
- Developed and produced the Sandy Balloon Festival.
  - o In the second year, designed a new launch site for the Balloon Festival and improved community involvement.
- Developed and produced the Sandy Heritage Festival.
  - o Created more community involvement in the festival by including a car show featuring local citizens' cars.
- Created the Sandy Summit Award to recognize businesses that work with Sandy.

**Safe place to gather and celebrate**

- Working with our sanitation partner to provide more recycling of trash generated by our events.
- Acquired our own float base to save costs on the Sandy 4th and participation in other cities parades.
- Implementing new safety procedures for participants in our 4th of July parade.

**Performance Measures & Analysis**

Citizen Response (Fiscal Year)	2008	2009	2010	2011
<b>Sense of Place and Pride in Sandy (up to 2010 a lower scores indicates stronger agreement)</b>				
Sandy is a good place to live	1.22	1.22	1.20	4.46*
I take pride in telling others that I live in Sandy.	1.33	1.39	1.33	4.19*
<b>Service Rating (rating scale: 1=very dissatisfied, 5=very satisfied)</b>				
Sandy 4th of July Celebration	4.17	4.12	4.14	4.25
Sandy Balloon Festival	N/A	3.73	3.86	3.95
Heritage Festival	N/A	3.72	3.81	3.87
Deck the Halls Christmas Lighting	N/A	3.97	3.92	3.99

\* Note: For 1995 to 2010 data, lower mean scores indicate stronger agreement. Now 5 = strongly agree

Balloons inflating in anticipation of a sunrise launch at Sandy's 2010 Balloon Festival at Storm Mountain Park



**1 Risk Charges** - This decrease is due to lower cost for Balloon Festival insurance.

### Budget Information

<b>Department 47</b>	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimated</b>	<b>2012 Approved</b>
<b>Financing Sources:</b>					
31611 Interest Income	\$ 15,616	\$ 7,847	\$ 1,774	\$ 1,700	\$ 950
3166 Fourth of July - Booth Rental	9,494	7,359	8,898	7,800	7,800
3167 Corporate Sponsorships	500	190	-	-	-
31681 Donations - Corporate	-	-	1,165	1,000	1,000
3169 Sundry Revenue	1,680	-	459	451	450
318252 Food & Beverage Sales	-	-	235	350	350
3411 Transfer In - General Fund	468,220	482,401	465,576	375,284	366,906
<b>Total Financing Sources</b>	<b>495,510</b>	<b>497,797</b>	<b>478,107</b>	<b>386,585</b>	<b>377,456</b>
<b>Financing Uses:</b>					
411111 Regular Pay	175,793	158,008	162,213	86,833	86,137
411121 Seasonal Pay	274	153	-	1,500	1,500
411131 Overtime/Gap	286	-	-	-	-
411211 Variable Benefits	36,938	33,675	33,848	18,469	18,407
411213 Fixed Benefits	23,689	20,401	26,318	14,582	16,563
411214 Retiree Health Benefit	2,921	2,104	-	-	827
41132 Mileage Reimbursement	-	45	-	100	100
41135 Phone Allowance	740	617	955	432	432
4121 Books, Sub. & Memberships	18	224	627	1,000	1,000
41232 Meetings	501	-	90	175	175
412400 Office Supplies	3,114	3,483	2,374	3,395	3,395
412420 Postage	1,259	726	747	1,918	750
412440 Computer Supplies	1,165	4,630	650	1,000	1,000
412470 Special Programs					
25001 Fourth of July	79,121	89,804	78,511	77,000	77,000
25002 Miss Sandy Pageant	5,689	6,076	7,665	10,200	10,200
25017 Awards Banquet	9,976	10,298	11,002	11,000	11,000
25018 Deck the Hall	34,537	24,129	21,867	23,000	23,000
25020 Healthy Cities	25,500	20,709	24,395	24,500	24,500
25021 Holiday Open House	3,555	4,874	5,676	6,000	6,000
25023 Business Awards	604	2,616	1,065	1,700	1,700
25024 Heritage Festival	8,987	12,471	9,349	12,000	12,000
25025 Balloon Festival	28,551	22,000	23,252	26,000	26,000
25027 Sandy City Summit Awards	1,185	-	1,696	1,500	1,500
25028 Community Movies	-	-	2,306	5,500	5,500
412475 Special Departmental Supplies	128	267	102	430	430
412611 Telephone	1,337	1,672	1,734	2,298	2,838
414111 IS Charges	4,753	6,917	5,947	7,419	7,117
41460 Risk Management Charges	35,670	49,877	48,304	47,633	36,967
4174 Equipment	679	7,869	34,031	11,304	1,418
<b>Total Financing Uses</b>	<b>486,970</b>	<b>483,645</b>	<b>504,724</b>	<b>396,888</b>	<b>377,456</b>
<b>Excess (Deficiency) of Financing Sources over Financing Uses</b>	<b>8,540</b>	<b>14,152</b>	<b>(26,617)</b>	<b>(10,303)</b>	<b>-</b>
<b>Fund Balance (Deficit) - Beginning</b>	<b>95,828</b>	<b>104,368</b>	<b>118,520</b>	<b>91,903</b>	<b>81,600</b>
<b>Fund Balance (Deficit) - Ending</b>	<b>\$ 104,368</b>	<b>\$ 118,520</b>	<b>\$ 91,903</b>	<b>\$ 81,600</b>	<b>\$ 81,600</b>



## Budget Information (cont.)

## Fund 25 - Community Events

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Appointed - Category-Other</b>					
Community Events Director*	\$ 1,982.40	\$ 3,286.40	0.40	0.40	0.40
<b>Regular:</b>					
Special Events Coordinator	\$ 1,278.40	\$ 2,119.20	0.50	0.50	0.50
Marketing/Development Specialist	\$ 1,222.40	\$ 2,026.40	0.30	0.30	0.30
Community Events Assistant	\$ 1,110.40	\$ 1,841.60	0.55	0.55	0.55
<b>Seasonal:</b>					
Concessions Staff	\$ 7.25	\$ 11.60	0.10	0.10	0.10
<b>Total FTEs</b>			1.85	1.85	1.85

\* Current incumbent has Appointed status. Upon attrition new hire will have Regular Employee status.

Fee Information	2008 Approved	2009 Approved	2010 Approved	2011 Approved	2012 Approved
<b>3166</b> July 4th Booth (fee per booth)	\$125	\$125	\$125	\$130	\$130
<b>316929</b> Special Events Food Vendor Insurance Fee	\$65	\$65	\$65	\$65	\$65



Crowds gather in anticipation of one of our "Free Movies in the Park" at Eastridge Park



Now this is how to watch a movie!

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### **Provide opportunities through the amphitheater for all residents to enjoy the arts as patrons.**

- Maintain the Sandy Amphitheater as a premier venue for families to come and see the arts.
  - o Provide more season ticket opportunities for fixed seats by spreading season ticket holders throughout the season through the "design your own season" program.
  - o Provide better and more timely concession offerings to patrons.
  - o Add projection capabilities to enhance concerts and provide opportunities for movies.
  - o Develop strategies to implement the amphitheater master plan including enhancements to the west plaza.

### **Provide opportunities through the Arts Guild for local artists to develop, perform and present their talents.**

- Provide community theater opportunities for musicals and small productions.
- Provide a theater program with the specific aim of developing the talents of our youth.
- Provide opportunities for youth and adult artists to show paintings, sculpture, photography, pottery and other visual art forms.
- Provide opportunities for local choirs to perform.
- Make the amphitheater available to city sponsored arts organizations for performances.
- Make the amphitheater available to outside arts organizations on a rental basis.
- Provide grant money to the American West Symphony & Chorus and the Mountain West Ballet.

### **Revenue Policy**

- Ticket sales from amphitheater productions should cover all direct costs of the productions.
  - o Surplus ticket revenue will be available for venue improvements.
- Corporate sponsorships and cell tower revenue will cover the overhead cost of operating the amphitheater.
- The city's general fund will pay for city employees and the grants to the American West Symphony & Chorus and the Mountain West Ballet.
- The direct cost of Art's Guild Productions will be funded by a combination of fundraising, ticket sales, and grant revenue.

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## **Five-year Accomplishments**

### **Amphitheater enhancements to better serve arts patrons.**

- New West Entrance designed and phase 1 has been built which will provide better access for our patrons.
- Amphitheater campus has a new master plan.
  - o New Box Office locations.
  - o ADA access to the lawn.
  - o Improved concession facilities.
  - o Other amenities to improve the overall experience and provide other event opportunities.
- Provided new parking and improved trails around the Amphitheater to improve our patrons' experience.
- Implemented a new ticketing system to better manage accounts.
- Negotiated reduced fees with Smith'sTix to make our events even more affordable.
- Established a new Design-Your-Season package to be more accommodating to our patrons.

### **Arts Guild efforts to develop local artists**

- Recruited new members to our board.
- Establishing a new fund raising campaign "Give Where You Live."
- Moved our Youth Theater production to the Spring to better serve the participants and their families.
- 2nd production in the Chamber Theater "The Complete Works of William Shakespeare (Abridged)."
  - o Performed to sold out houses!
- Established the new Chamber Concert Series at City Hall featuring local artists playing holiday music.
- Installed a lighting grid in the Chamber Theater to facilitate performances.
- Purchased a custom built portable stage to elevate the performance space in the Chamber Theater.

Citizen Response (Fiscal Year)	2008	2009	2010	2011
<b>Service Rating (rating scale: 1=very dissatisfied, 5=very satisfied)</b>				
Sandy Amphitheater	4.33	4.23	4.43	4.36
Measure (Calendar Year)	2008	2009	2010	2011*
<b>Amphitheater Season (Excluding Art's Guild Productions and Rentals)</b>				
Event Nights	17	21	21	20
Number of Tickets Sold	31,620	33,188	32,895	32,000
Ticket Sales as % of Production Costs	96.0%	91.6%	94.3%	100%
<b>Art's Guild Productions</b>				
Community Theater				
Number of Productions	3	3	4	
Number of Participating Artists	273	201	320	
Number of Tickets Sold	6,680	5,104	3,841	
Ticket Sales as % of Prod. Costs	81%	95%	71%	
Number of volunteer hours	N/A	N/A	15,500	
Chamber Concert Series				
Number of Productions	N/A	N/A	3	
Number of Tickets Sold	N/A	N/A	410	
Other Productions (Participating Artists)				
Children's Theater	N/A	45	140	
Interfaith Festival	N/A	250	321	
Elementary Art Show	450	499	513	
Sandy Art Show	N/A	102	103	
Number of volunteer hours	N/A	N/A	3,457	

\* Projected

## Significant Budget Issues

- 1 Youth Theater Participation Fee** - This will provide for ongoing funding to be able to present the Theater For Youth productions. These monies will be used to offset costs and provide tickets and commemorative items for each participant.
- 2 Building Improvements** - An investment of one-time cell tower money into the Amphitheater campus.
- 3 Production/Office Coordinator** - FTE's were decreased to reflect budget cuts. Additionally, this position will remain unfunded for the 2011-2012 Fiscal Year but it will remain in the staffing plan.
- 4 Seasonal FTE's** - Seasonal FTE's were adjusted to reflect an increase in seasonal pay.
- 5 Season Passes** - These increases will help move Pre-Designed Season Tickets closer to the true market value.
- 6 New Fees** - These changes in the Fee schedule were approved during the 2010-11 Fiscal Year.



The Complete Works of William Shakespeare (abridged)



# Budget Information

# Fund 26 - Sandy Arts Guild

Department 48	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
<b>Financing Sources:</b>					
31391 Art Grants	\$ 36,753	\$ 59,263	\$ 53,000	\$ 48,000	\$ 48,000
31493 Building Rental	20,552	16,970	-	13,000	13,000
314932 Building Rental O&M Surcharge	-	-	-	769	769
31495 Equipment Rental	-	18,203	-	7,000	7,000
31611 Interest Income	18,336	7,202	1,330	1,700	1,300
3162 Cell Tower Lease	-	-	-	238,140	111,172
31642 Venue Merchandise Fees	585	2,639	2,137	2,500	2,500
31667 Amphitheater Season Tickets	72,134	105,007	81,152	83,089	86,400
31668 Amphitheater Box Office Tickets	257,430	224,651	260,592	271,819	231,868
316681 Box Office Ticket Surcharge	-	-	4,902	5,271	7,556
3167 Corporate Sponsorships	144,050	52,750	-	-	-
31681 Donations - Corporate	-	-	76,800	72,500	70,000
31682 Fundraising	1,550	9,404	10,700	10,000	10,000
31685 Donations - Individual	-	-	2,007	-	300
3169 Sundry Revenue	1,268	2,888	1	1,000	1,000
318252 Food & Beverage Sales	1,055	3,157	5,000	4,198	5,000
318566 Youth Theater Participation Fee	-	-	-	-	1,200
3411 Transfer In - General Fund	187,475	194,702	214,210	297,674	301,933
<b>Total Financing Sources</b>	<b>741,188</b>	<b>696,836</b>	<b>711,831</b>	<b>1,056,660</b>	<b>898,998</b>
<b>Financing Uses:</b>					
411111 Regular Pay	45,184	61,777	40,001	112,000	113,404
411121 Seasonal Pay	74,010	84,374	85,280	76,575	84,063
411131 Overtime/Gap	4,940	4,438	3,669	3,800	4,170
411211 Variable Benefits	17,360	22,246	17,381	32,000	33,544
411213 Fixed Benefits	6,375	11,174	4,997	17,000	20,905
411214 Retiree Health Benefit	-	-	-	-	1,292
41132 Mileage Reimbursement	157	264	38	100	100
41135 Phone Allowance	22	347	8	500	1,007
4121 Books, Sub. & Memberships	3,362	3,453	2,883	3,000	3,000
41231 Travel	1,777	750	-	-	-
41232 Meetings	-	-	188	100	100
41235 Training	200	-	1,765	100	100
412400 Office Supplies	1,509	63	2,084	1,500	1,500
412420 Postage	5,587	3,714	542	3,500	3,500
412435 Printing	11,676	5,922	6,528	6,500	6,500
412470 Special Programs	9,547	18,504	-	-	-
26521 Variety Talent Showcase	-	-	11	-	-
26522 Free-For-All	-	-	41	-	-
26801 Interfaith Festival	-	-	1,481	1,600	1,600
26802 Elementary School Art Show	-	-	801	800	800
26803 Fundraising	-	-	5,802	4,000	4,000
26804 V.I.P. Program	-	-	6,072	8,500	8,500
26805 Sandy Art Show	-	-	2,726	3,000	3,000
412471 Plays / Musicals	-	-	65,373	60,075	65,200
412475 Special Departmental Supplies	4,445	6,206	4,395	4,000	4,000
412511 Equipment O&M	-	502	2,726	2,000	2,000
412512 Equipment Rental	32,717	26,243	50,494	47,000	37,000
412521 Building O&M	-	-	245	420	420
412523 Power & Lights	18,833	17,344	16,659	17,000	18,000
412524 Heat	1,793	1,468	1,467	1,730	1,730
412525 Sewer	862	682	1,186	1,000	1,000
412527 Storm Water	2,240	2,405	2,220	2,220	2,220
412611 Telephone	7,677	7,962	8,554	8,400	10,020
41341 Audit Services	750	-	675	750	-

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# Budget Information

# Fund 26 - Sandy Arts Guild

Department 48	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
41342 Credit Card Processing	3,240	4,002	3,017	5,500	5,500
41374 Facility Rental	1,367	1,285	1,463	1,500	3,000
41379 Professional Services	-	1,062	10,882	15,000	15,750
413861 Security	1,379	4,611	2,750	4,500	4,500
413862 Technical Support	18,189	24,145	2,789	3,500	3,000
413863 Custodial Support	1,557	420	175	-	-
413865 Hospitality	605	691	5,037	4,500	4,500
413866 Transportation	-	-	5,244	5,500	5,500
41387 Advertising	58,443	58,816	59,305	61,271	70,000
41388 Artist Fees	334,710	301,229	206,523	201,000	205,914
41401 Administrative Charges	7,875	8,269	8,682	9,116	10,028
414111 IS Charges	5,737	7,919	7,907	10,126	9,968
415422 Food and Beverages	-	180	-	-	-
4169 Grants	59,000	46,826	48,010	48,000	48,000
4174 Equipment	36,354	26,527	7,366	11,634	9,000
4199 Contingency	-	-	-	-	10,000
4373 Building Improvements	7,878	5,840	-	63,836	262,000
4374 Capital Equipment	-	-	7,500	-	-
44141 Transfer Out - Capital Projects	-	50,000	-	-	-
<b>Total Financing Uses</b>	<b>787,357</b>	<b>821,660</b>	<b>712,942</b>	<b>864,153</b>	<b>1,099,335</b>
<b>Excess (Deficiency) of Financing Sources over Financing Uses</b>	<b>(46,169)</b>	<b>(124,824)</b>	<b>(1,111)</b>	<b>192,507</b>	<b>(200,337)</b>
<b>Fund Balance (Deficit) - Beginning</b>	<b>369,848</b>	<b>323,679</b>	<b>198,855</b>	<b>197,744</b>	<b>390,251</b>
<b>Fund Balance (Deficit) - Ending</b>	<b>\$ 323,679</b>	<b>\$ 198,855</b>	<b>\$ 197,744</b>	<b>\$ 390,251</b>	<b>\$ 189,914</b>

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Appointed - Category-Other</b>					
Community Events Director*	\$ 1,982.40	\$ 3,286.40	0.00	0.60	0.60
<b>Regular:</b>					
Special Events Coordinator	\$ 1,278.40	\$ 2,119.20	0.00	0.50	0.50
Marketing/Development Specialist	\$ 1,222.40	\$ 2,026.40	1.00	0.70	0.70
Community Events Assistant	\$ 1,110.40	\$ 1,841.60	0.00	0.45	0.45
<b>Part-time</b>					
Production/Office Coordinator	\$ 1,035.20	\$ 1,716.00	0.75	0.75	0.69
<b>Seasonal:</b>			4.70	3.00	3.72
Talent Manager	\$ 15.93	\$ 25.49			
Stage Manager	\$ 15.93	\$ 25.49			
Event Producer	\$ 12.25	\$ 19.60			
Stage Technician	\$ 12.25	\$ 19.60			
Stage Manger Assistant	\$ 9.43	\$ 15.08			
Stage Technical Assistant	\$ 9.43	\$ 15.08			
Box Office Manager	\$ 9.43	\$ 15.08			
House Manager	\$ 9.43	\$ 15.08			
Intern	\$ 9.43	\$ 15.08			
Venue Coordinator	\$ 9.43	\$ 15.08			
Concessions Manager	\$ 9.43	\$ 15.08			
Spotlight Operator	\$ 7.25	\$ 11.60			
Concessions Staff	\$ 7.25	\$ 11.60			
Box Office Staff	\$ 7.25	\$ 11.60			
Custodian I/II	\$ 7.25	\$ 11.60			
Parking / Backstage Attendant	\$ 7.25	\$ 11.60			
<b>Total FTEs</b>			6.45	6.00	6.66

## Budget Information

## Fund 26 - Sandy Arts Guild

Department 48	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved	
<b>31667 Single Season Passes</b>						
Mounted/Permanent Seat (Premium)	\$100	\$115	\$120	\$125	\$130	5
Mounted/Permanent Seat (Priority)	\$88	\$98	\$103	\$108	\$113	5
Lawn Seating (Adult)	\$54	\$67	\$70	\$73	\$76	5
Lawn Seating (Under 18)	\$42	\$57	\$60	\$63	\$66	5
<b>31667 Design-Your-Season Plan</b>						
Pick at least 6 shows to receive discount	N/A	15%	15%	15%	15%	
<b>31668 Single Event Tickets</b>	Per Ticket	Per Ticket	Per Ticket	Per Ticket	Per Ticket	
Single Event Ticket Processing Fee	\$1	\$1	\$1	\$1	\$1	
<b>31493 Amphitheater Rental / day</b>	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	
City Sponsored Group - Rehearsal	\$100	\$100	\$100	\$100	\$100	
City Sponsored Group - Performance	\$200	\$200	\$200	\$200	\$200	
Stage Manager Fee / day	\$175	\$175	\$175	\$175	\$175	
Stage Manager Fee per additional hour	N/A	N/A	N/A	\$25	\$25	6
Tech Crew Fee / day	\$400	\$400	\$400	\$400	\$400	
Sound or Light Tech Fee per additional hour	N/A	N/A	N/A	\$19	\$19	6
Spotlight Operator Fee per additional hour	N/A	N/A	N/A	\$12	\$12	6
House Manager Fee per additional hour	N/A	N/A	N/A	\$15	\$15	6
Cleaning Fee per additional hour per staff	N/A	N/A	N/A	\$15	\$15	6
Parking Fee / ticket (paid by promoter)	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	
Building Fee / ticket (paid by promoter)	N/A	\$0.50	\$0.50	\$0.50	\$0.50	
Security (per officer per hour)	N/A	\$50	\$50	Actual Cost	Actual Cost	6
EMTs (per technician per hour)	N/A	\$38	\$38	Actual Cost	Actual Cost	6
Spotlight Rental Fee / day	N/A	N/A	N/A	\$100	\$100	6
Fogger or Hazer Rental Fee / day	N/A	N/A	N/A	\$50	\$50	6
Screen and Projector Rental Fee / day	N/A	N/A	N/A	\$600	\$600	6
Cleaning Fee	\$100	\$100	\$100	\$100	\$100	
<b>31642 Venue Merchandise Fee</b>	10% - 20%	10% - 20%	10% - 20%	10% - 20%	10% - 20%	
<b>318566 Youth Theater Participation Fee</b>	N/A	N/A	N/A	N/A	\$20	1



The Bellamy Brothers as seen from stage left

**Loss Prevention: Protect the employees, citizens and assets of the city from injury, damage or loss.**

- Identify the risks involved in city operations and evaluate the potential severity of these risks by conducting inspections, audits and claims analysis.
- Reduce or eliminate risks and minimize the severity of injuries and losses through training and other loss-prevention techniques.
  - o Maintain or improve 5-year rolling average in number of general liability claims and total incurred cost of claims
  - o Maintain or improve 5-year rolling average in the number of workers compensation claims and the total incurred cost of claims.
- City Risk Committee reviews all accidents, injuries and claims in an effort to enhance safety.
- Department-specific loss history reviewed annually with departments to identify accident trends and address safety concerns.
- Provide safety training to all new-hires and to city employees when requested by departments.
- Review city contracts to assure the proper risk transfer techniques have been utilized by departments to require contractors, vendors, and others to have adequate insurance, insure the city and/or take other measures to protect the city from loss.

**Claims Management: Minimize loss to the city by adjusting claims promptly and fairly.**

- Investigate all general liability claims in a prompt and professional manner to evaluate potential liability. Frequent communication with claimants minimizes the likelihood of litigation.
- Settle claims promptly and fairly when appropriate. When evaluating the settlement of general liability claims, consideration is given to the potential costs of litigation. Generally, city resources can be preserved by settling claims and avoiding litigation when liability clearly rests with the city.
- Communicate with affected department personnel and directors regarding the status of generally liability claims to develop trust and an understanding of decisions made and actions taken.
- Communicate regularly with injured employees and the assigned workers compensation adjuster to maximize the physical recovery of the employee. Modified duty is provided to injured employees released from regular duty.
- Recover subrogation funds from those who damage city property. Recovered funds are distributed back to the city department that sustained the loss.

**Insurance/Risk Financing: Appropriately insure and/or finance the cost of general liability claims, workers compensation injuries and property losses.****General Liability Claims:**

- The city purchases insurance that covers individual general liability claims between \$2,000,000 and \$12,000,000 in value. (The insurance policy has a \$10,000,000 annual aggregate limit.) The city self-insures general liability claims up to \$2,000,000 in value and that portion of any judgment against the city that exceeds \$12,000,000.
- A risk management charge is calculated and assessed to each fund of the city to cover the cost of general liability claims and liability insurance. 25% of this assessment is based upon a department's size (as measured by FTE employees) and 75% is based upon a department's 5-year general liability loss history. The city assesses a property tax (.000068) which is used to fund most of the risk management charge to the general fund.
  - o General liability claim payments are annually reviewed to ensure that they are expended in compliance with statutory property tax restrictions.
- Maintain reserve funds to pay liability claims that occur in each fiscal year and for claims actuarially classified as "incurred but not reported" (IBNR).
  - o Annually perform an actuarial analysis of claims data to ensure that funded reserves meet GASB standards and protect the public from unfunded liability costs.
- The risk management fund balance includes a \$2,000,000 reserve fund for catastrophic liability claims.

**Workers Compensation Injuries:**

- Insure workers compensation injury claims with first dollar coverage through the Workers Compensation Fund.
- Workers compensation insurance coverage is funded by an assessment that is charged to each department as a percentage of their payroll.

**Property Losses:**

- Real property owned by the city is insured as follows:
  - \$100,000,000 in coverage (with a \$25,000 deductible) for loss caused by boiler and machinery malfunction and fire.
  - \$25,000,000 in coverage (with a \$100,000 deductible) for loss caused by flood.
  - \$15,000,000 in coverage (with a \$100,000 deductible) for loss caused by earthquake. In federally declared disasters, FEMA covers 75% of a municipality's property loss. The affected municipality may use property insurance payouts to meet their portion of the loss.
  - The risk management fund balance includes a \$100,000 reserve fund to cover the property insurance deductible associated with damage to real property caused by floods and earthquakes.
  - Property insurance for losses to real property is funded by risk charges apportioned to each department based upon the value of the real property they own.
- Property damage to city vehicles and heavy equipment is insured as follows:
  - City vehicles and heavy equipment valued at over \$50,000 are insured based upon their actual cash value.
  - City vehicles valued at less than \$50,000 are self-insured. If one of these vehicles is involved in an accident as a result of negligent conduct on the part of a city employee and the vehicle is "totaled" before it is scheduled to be replaced, the department of the employee involved in the accident is assessed the cost to replace the vehicle less depreciation.

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**Five-year Accomplishments**

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**Loss Prevention:**

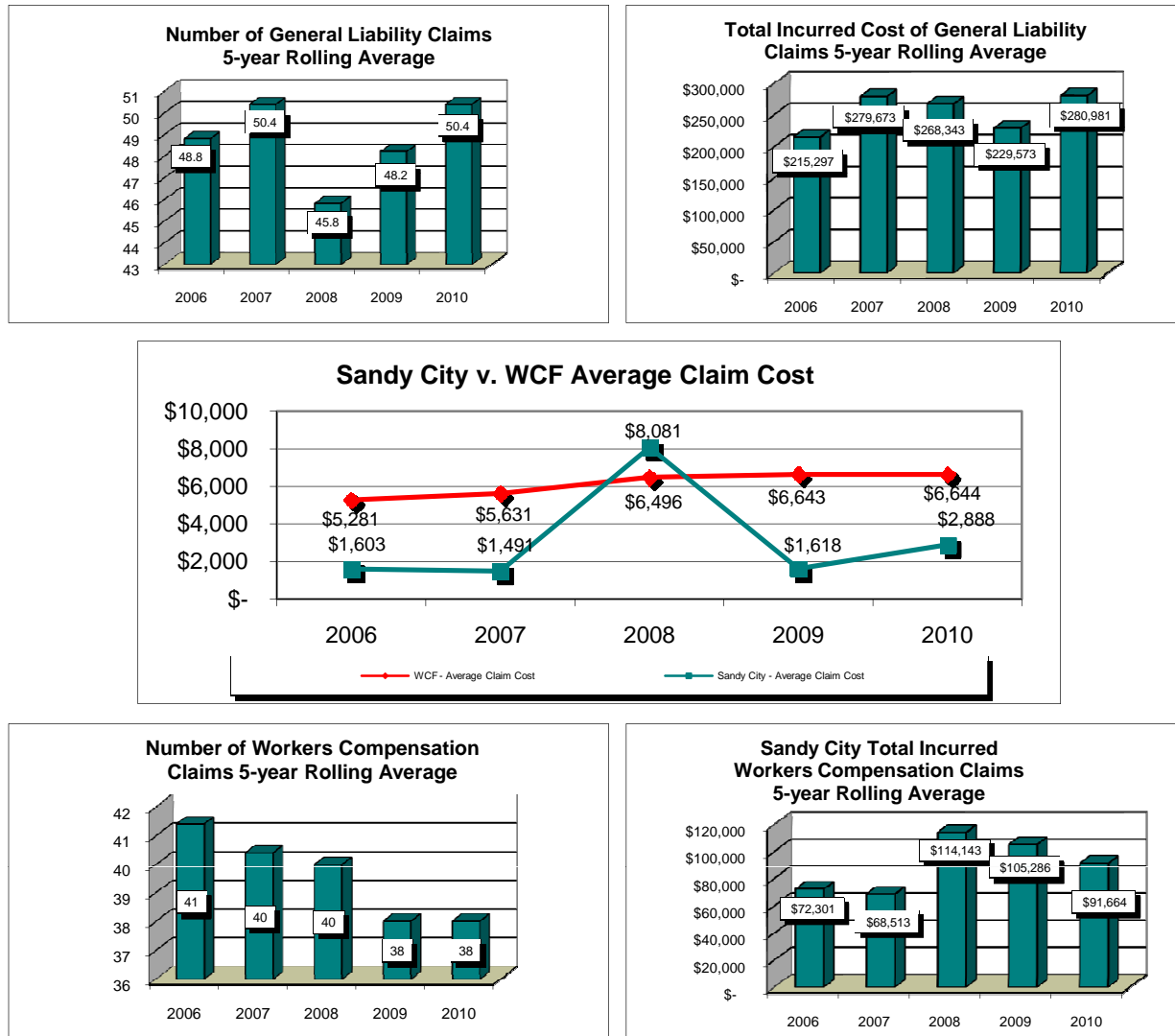
- Hired a safety officer to handle workers compensation claims and conduct audits, inspections and safety training.
- Over the past five years, the city has received the following awards in recognition of its success in achieving workplace safety:
  - June 2006 – the WCF "Charles A. Caine Award" for workplace safety in 2005 (one of 16 given).
  - June 2008 – the WCF "Charles A. Caine Award" for workplace safety in 2007 (one of 14 given out of 27,000 policy holders insured by WCF).
  - June 2011 – the WCF "Charles A. Caine Award" for workplace safety in 2010 (one of 15 given).
- Reviewed over 1,000 contracts to assure that proper risk transfer techniques have been utilized to protect the city from loss.

**Claims Management:**

- Successfully adjusted over 200 general liability claims, many of which involved significant legal issues, injuries and/or damages.
- The number of civil lawsuits currently pending against the City is the lowest it has been during the past five years.

**Insurance and Risk Financing:**

- Maintained the city's "preferred rate" premium status with the Workers Compensation Fund (WCF), who currently grants this status to the safest 30% of the entities they insure. Receiving WCF's "preferred rate" premium status saves the city hundreds-of-thousands of dollars each year in workers compensation insurance premiums compared to other similarly sized municipalities who are charged standard insurance rates.
- The city saves hundreds-of-thousands of dollars each year in general liability insurance premiums by self-insuring the first \$2,000,000 of each liability claim and that portion of any judgment in excess of \$12,000,000.
- Savings produced as a result of the city's loss prevention techniques and its insurance and risk financing policy have been used to annually fund the employee safety awards and many safety initiatives throughout the city including hazardous sidewalk mitigation efforts in Historic Sandy, a new ventilation system in Public Work's fleet repair shop and security upgrades at the River Oaks Golf Course.



\*The number of workers compensation claims filed by city employees in 2008 is consistent with the city's five-year rolling average. Unfortunately, several of the workers compensation claims filed in 2008 involved serious injuries. Consequently, the 5-year average claims cost in 2008 and 2009 rose dramatically.

Measure (Calendar Year)	2006	2007	2008	2009	2010
<b>General Liability Claims</b>					
Number of Claims	35	64	37	65	59
Total Incurred Claims Cost (paid + reserves)	\$227,824	\$506,543	\$56,813	\$185,470	\$412,021
<b>Workers Compensation Claims</b>					
Number of Claims	44	34	37	35	31
Total Incurred Claims Cost (paid + reserves)	\$70,547	\$50,678	\$299,261	\$56,618	\$98,078
Experience Modifier (E-mod) *	0.73	0.83	0.72	0.84	0.83
Average # of hours worked per claim	22,004	27,427	26,142	29,448	37,928
<b>Subrogation Recoveries</b>	\$40,516	\$42,530	\$42,788	\$66,123	\$29,315

\* An experience modifier (E-mod) is a multiplier applied by a workers compensation insurance carrier to the premium of a qualifying policy and provides an incentive for loss prevention. The E-mod represents either a credit or debit that is applied to the premium before discounts. If a company's loss experience is more costly on the average than other company's loss experience in the industry, the result is a surcharge on premiums. If a company's loss experience is less costly than the industry average, it will receive a discount on its premium.

**Significant Budget Issues****Fund 65 - Risk Management**

**1 Staffing Changes** - Due to budget cuts, the Risk Management Assistant position has been eliminated from the staffing plan. Risk Management will begin funding a portion of the Deputy Recorder position.

**Budget Information**

<b>Department 1215</b>	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimated</b>	<b>2012 Approved</b>
<b>Financing Sources:</b>					
31111 Property Taxes - Current	\$ 386,462	\$ 381,292	\$ 390,199	\$ 398,566	\$ 399,124
3119 Miscellaneous Revenue	8,336	1,115	840	5,324	1,435
31191 Misc. Revenue - WCF Dividend	59,609	10,535	19,220	-	-
318281 Workers Comp. Charges	340,373	291,112	289,053	295,855	338,165
318282 Risk Management Charges	434,013	373,604	406,295	364,812	391,013
3361 Interest Income	154,658	87,618	24,520	19,000	13,500
<b>Total Financing Sources</b>	<b>\$ 1,383,451</b>	<b>\$ 1,145,276</b>	<b>\$ 1,130,127</b>	<b>\$ 1,083,557</b>	<b>\$ 1,143,237</b>
<b>Financing Uses:</b>					
411111 Regular Pay	225,882	184,013	146,915	158,298	150,760
411121 Seasonal Pay	2,848	-	-	-	-
411211 Variable Benefits	49,889	39,169	33,235	33,392	31,946
411213 Fixed Benefits	24,368	23,686	26,543	30,954	27,061
411214 Retiree Health Benefit	-	-	-	-	2,307
41131 Vehicle Allowance	4,708	6,416	5,253	5,796	5,796
41132 Mileage Reimbursement	944	-	99	300	300
41135 Phone Allowance	-	61	624	720	720
4121 Books, Sub. & Memberships	2,160	6,130	946	1,152	1,152
41231 Travel	3,236	593	428	2,800	2,800
41232 Meetings	1,889	2,134	1,491	2,800	2,800
41235 Training	1,155	85	1,117	1,200	1,200
412400 Office Supplies	724	447	781	800	800
412420 Postage	606	488	71	600	600
412440 Computer Supplies	1,095	-	1,437	377	377
412490 Miscellaneous Supplies	1,065	1,562	902	1,050	1,050
412611 Telephone	1,483	1,565	1,500	1,530	2,011
413611 Gen. Liability/Auto Insurance	99,890	91,317	82,502	296,534	87,422
413613 Gen. Liability Claim Payments	237,562	329,149	372,859	281,030	293,811
413621 Property Insurance	97,397	107,890	131,640	134,273	128,387
413631 Workers Comp. Insurance	254,451	211,193	209,905	217,776	248,142
413641 Fidelity Bonds	5,728	5,703	5,883	5,883	5,883
41365 Broker Fees	18,112	18,500	18,500	20,000	16,000
413661 Employee Safety Awards	53,848	57,160	59,671	58,000	58,000
413662 Safety Program	599	8,775	500	10,500	4,000
413723 UCAN Charges	-	-	627	-	-
413790 Professional Services	-	8,277	-	-	-
41401 Administrative Charges	71,890	68,610	74,642	77,481	123,178
414111 IS Charges	9,538	9,913	9,417	8,811	8,734
441411 Transfer Out - CP Fund	150,000	50,000	-	-	-
<b>Total Financing Uses</b>	<b>\$ 1,321,067</b>	<b>\$ 1,232,836</b>	<b>\$ 1,187,488</b>	<b>\$ 1,352,057</b>	<b>\$ 1,205,237</b>
<b>Excess (Deficiency) of Financing Sources over Financing Uses</b>	<b>62,384</b>	<b>(87,560)</b>	<b>(57,361)</b>	<b>(268,500)</b>	<b>(62,000)</b>
<b>Accrual Adjustment</b>	<b>(72,532)</b>	<b>(115,642)</b>	<b>39,563</b>	<b>-</b>	<b>-</b>
<b>Balance - Beginning</b>	<b>3,680,517</b>	<b>3,670,369</b>	<b>3,467,167</b>	<b>3,449,369</b>	<b>3,180,869</b>
<b>Balance - Ending</b>	<b>\$ 3,670,369</b>	<b>\$ 3,467,167</b>	<b>\$ 3,449,369</b>	<b>\$ 3,180,869</b>	<b>\$ 3,118,869</b>

## Budget Information (cont.)

## Fund 65 - Risk Management

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Appointed - Category 2:</b>					
Risk Manager / Fund Counsel	\$ 2,636.80	\$ 4,371.20	1.00	1.00	1.00
<b>Regular:</b>					
Safety Officer	\$ 1,508.80	\$ 2,501.60	1.00	1.00	1.00
Deputy Recorder	\$ 962.40	\$ 1,595.20	0.00	0.00	0.25
<b>Part-time:</b>					
Risk Management Assistant	\$ 9.76	\$ 16.18	0.50	0.50	0.00
<b>Total FTEs</b>			2.50	2.50	2.25



Sandy City was one of 15 organizations that was selected in 2011 from the 21,000 policyholders insured by the Workers Compensation Fund of Utah to receive the Charles A. Caine Safety Award. Sandy City has received more safety awards from the Fund than any other policy holder (both public and private) during the past decade.